

Exhibit A

THE HUMAN TRAFFICKING PRO BONO LEGAL CENTER



August 23, 2017

Office of Information Programs and Services
A/GIS/IPS/RL
U. S. Department of State, SA-2
Washington, D. C. 20522-8100

Re: Freedom of Information Act/Privacy Act Request

To Whom It May Concern:

We represent Ms. Simret Semere Tekle, who has requested that we obtain her files. We request a full copy of the A-3 non-immigrant visa application for Ms. Tekle. This application file includes Ms. Tekle's completed visa application and a copy of Ms. Tekle's employment contract. As required by law, this contract includes a description of duties, hours of work, minimum wage, overtime work, payment, transportation to and from the United States, and other required terms of employment. Ms. Tekle's A-3 visa interview took place at the U.S. Consulate in Jeddah, Saudi Arabia. The visa was granted and issued in late September 2011.

Ms. Tekle's personal information is as follows:

Subject of Request
Simret Semere Tekle

Date of Birth
05/10/1987

Place of Birth (city and state/country)
Asmara, Eritrea

If you have any questions please do not hesitate to contact Martina Vandenberg at martina@htprobono.org or 202-716-8485. The requested records can be mailed to:

Simret Tekle
c/o The Human Trafficking Pro Bono Legal Center
1030 15th St. NW #104B
Washington, DC 20005

Sincerely,



Martina Vandenberg